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8 MAR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
8 March 1974

1. Retirement Operations: As a result of the passage of Public Law 93-210, approved 28 December 1973, which liberalizes eligibility for cost-of-living increases, the Retirement Operations Branch reviewed the files of all CIARDS annuitants who retired after 30 June and before 28 December 1973 to determine if their annuity was higher based on a calculation as of 30 June 1973 with a 6.1% cost-of-living increase or as of date of separation. Of a total of 37 cases which were reviewed, 30 cases will be reissued granting a higher rate of annuity. The remaining seven cases require no change. Payment at the higher rate will be retroactive to the date the annuity actually began. This retroactive lump-sum adjustment and the continuing higher rate of annuity should be reflected in checks paying annuity for the month of April. For the record, seven death-in-service cases are included in the above figures. Of these seven, six survivor annuitant cases will be reissued at a higher rate. One case was a lump-sum payment to a beneficiary and required no change.

2. PERSIGN: The following tasks necessary for the implementation of Phase I of STAFFING and PERSIGN were performed:

a. Approval was given for the printing of the following forms which are now in production:

Form 261A - Staffing Complement Change Authorization
Worksheet

Form 3401 - Language Requirement Change Authorization

Form 3500 - Ceiling Change Authorization

b. The salary dictionaries for staff personnel were completed; salary dictionaries for Wage Board schedules are pending.

c. Ten other dictionaries for use by PERSIGN were completed.

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d. Specifications for the conversion of the PERCON records to the PERSIGN format and codes were completed.

3. Honor and Merit Awards: A current list of CIM's, CD's and CM's pending presentation have been prepared by Office as a result of the Management Committee's decision that Office Heads will present CD's and CM's.

4. Position Management:

a. Supergrade survey descriptions have been developed for all of the DDI area and most of those in DDS&T.

b. A meeting was held with DDO Plans Staff to discuss the FY 1975 survey schedule for DDO components. The DDO Staffs (Ops, Plans and Services) will be among the first surveyed.

c. A meeting was held with the Deputy Chief, [REDACTED] on the development of career progression plans and criteria for [REDACTED] professional positions.

5. Upward Mobility: The upward mobility project on which [REDACTED] of PMCD has been working continues. In order to familiarize her with training and development techniques, she is attending a CSC training course on these aspects of the problem.

6. Recruitment:

a. [REDACTED] our minority recruitment specialist, conducted interviews at Hampton Institute on 1 March. On 13 March, under sponsorship of the Placement Office, [REDACTED] will address a cross-section of the student body at Dillard University, New Orleans, regarding career opportunities in the Agency.

b. On 14 March [REDACTED] recruiter, accompanied by [REDACTED] of the Office of Communications, will participate in a state-wide career day being held at Oklahoma City for students graduating from two-year courses in technology. Their interest will be limited to the electronics field. [REDACTED] reports that 35 students have already signed up for interviews.

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7. Summer Intern Program: A new Employee Bulletin on housing for co-ops and summer interns has been drafted and is being coordinated for early April publication.

8. Co-op: The Co-op Coordinator made a group presentation and interviewed 14 co-ops at the University of Akron last week. He recruited the first female civil engineer in the history of the Agency's co-op program.

Coming Events

1. The Audit Staff will commence audit of GEHA the week of 11 March.
2. Contract Personnel Division will begin forwarding memoranda to offices requesting justification for use of consultants during FY 1975.
3. Position Management survey of the Office of Finance will begin.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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